



**BRIZLINCOTE PARISH COUNCIL MEETING, THURSDAY 17<sup>th</sup> OCTOBER, 2024,  
COMMENCING 7.00 P.M AT THE GLEBE**

**Summons**

Members are summoned to attend the next parish council meeting scheduled to take place on Thursday 17<sup>th</sup> October, 2024, commencing at 7.00 p.m. at The Glebe for the transaction of the business shown on the agenda below.

**Public Participation**

Members of the public and press are entitled to attend parish council meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings

Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. If possible prior notice to speak needs to be given to the Clerk by 12 noon on the day of the meeting [clerk@brizlincote-pc.gov.uk](mailto:clerk@brizlincote-pc.gov.uk).

Any issues raised during public participation, no resolution for action can be taken unless already identified on the agenda.

A record of attendees during public participation shall be recorded.

The public question time shall not exceed 15 minutes unless by resolution or at the discretion of the chair. If a member of the public wishes to share a document with council, these documents must be submitted to [clerk@brizlincote-pc.gov.uk](mailto:clerk@brizlincote-pc.gov.uk) by noon on the day of the meeting.

**The 7 principles of public life**

Selflessness,  
Integrity,  
Objectivity,  
Accountability,  
Openness,  
Honesty and leadership.

Members are reminded of their duty under the Code of Conduct.

*Kay Lear*

Mrs Kay Lear,  
Clerk/Proper Officer



**AGENDA – BRIZLINCOTE PARISH COUNCIL  
THURSDAY 17<sup>TH</sup> OCTOBER 2024, 7.00 PM AT THE GLEBE**

**Public participation** - A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

1. Apologies for absence
2. Declaration of interest and dispensations
3. Third party reports (Brizlincote Parish Matters only)
4. To approve minutes of the meeting 19<sup>th</sup> September 2024
5. To approve terms of reference for Staffing Committee
6. To approve budget of £350 for festival light switch on 30<sup>th</sup> November 2024
7. To receive up date on the adoption of green space
8. To consider quotation for bench refurbishment or bench replacement, open space near Stapenhill Post Office
9. To consider the purchase and installation of 4 tier planter, budget up to £1.5K
10. To receive update on nature walk post refurbishment and approve budget of up to £1750
11. To receive update on newsletter distribution costs
12. To consider budget for winter planting
13. Financial matters
  - a) Payments for approval
  - b) External Audit and Completion Notice
  - c) Budget review
  - d) To appoint Internal auditor
  - e) To approve annual insurance renewal
14. Correspondence
  - a) Planning applications and matters
  - b) Correspondence
15. Officer report
16. Members reports

*Kay Lear*

Kay Lear – Clerk/Proper Officer

11 October 2024